



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

MCHO-CL-P

OTSG/MEDCOM Policy Memo 07-029

Expires 24 July 2009

24 JUL 2007

MEMORANDUM FOR Commanders, MEDCOM Regional Medical Commands

SUBJECT: Physical Evaluation Board Liaison Officer (PEBLO) Training and Certification

1. References:

- a. DoD Directive 1332.18, Separation or Retirement for Physical Disability, Nov 96.
- b. DoD Instruction 1332.38, Physical Disability Evaluation, Nov 96.
- c. DoD Instruction 1332.39, Application of the Veterans Administration Schedule for Rating Disabilities, Nov 96.
- d. AR 600-60, Physical Performance Evaluation System, Jun 02.
- e. AR 40-400, Patient Administration, Oct 06.
- f. AR 40-501, Standards of Medical Fitness, Jan 07.
- g. AR 635-40, Physical Evaluation for Retention, Retirement, or Separation, Feb 06.
- h. Veterans Administration Schedule for Rating Disabilities (VASRD).

2. Purpose: To establish a program for ensuring Army Medical Department (AMEDD) PEBLOs obtain standardized Army Physical Disability Evaluation System (PDES) initial training and certification as well as annual refresher training.

3. Proponent: The proponent of this policy is the Patient Administration Division, Health Policy and Services Directorate.

4. Responsibilities:

- a. This policy memorandum outlines the responsibilities of MEDCOM Military Treatment Facilities (MTFs) and immediate supervisors to ensure that PEBLOs receive the appropriate PDES training and certification specified in the enclosed AMEDD PEBLO Training and Certification Program.

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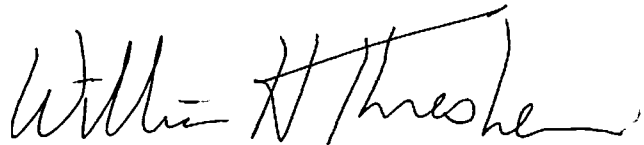
b. This program provides guidance and information on training requirements that are essential in developing and enhancing the PEBLOs knowledge, skills, and abilities to become proficient in assisting, educating, and counseling Soldiers who are undergoing physical disability evaluation.

c. Major Subordinate Commanders and MTF Commanders, as well as management personnel at all levels, are responsible for ensuring that each AMEDD PEBLO receives the required training and documenting the training in the individual's competency file. Your efforts will ensure that our Soldiers are provided with authoritative and timely answers to their questions concerning the PDES, to include understanding their rights and entitlements.

5. This policy is effective immediately. The point of contact is the Patient Administration Division, US Army Medical Command, DSN 471-6113 or Commercial 210-221-6113.

FOR THE COMMANDER:

Encl
as

A handwritten signature in black ink, appearing to read "William H. Thresher". The signature is fluid and cursive, with a long horizontal stroke at the end.

WILLIAM H. THRESHER
Chief of Staff

Army Medical Department (AMEDD) Training and Certification Program for Physical Evaluation Board Liaison Officers (PEBLOs)

1. INTRODUCTION.

a. The Fiscal Year 2007 National Defense Authorization Act mandated the requirement for establishing standards and guidelines concerning the training of all PEBLOs.

b. AR 635-40, Physical Evaluation for Retention, Retirement, or Separation, 8 Feb 06, outlines the roles responsibilities and duties of PEBLOs.

c. The PEBLO is a unique position requiring a collection of skill sets: counseling, knowledge of medical terminology, knowledge of the Army disability system, knowledge of VA compensation and entitlements, administrative case manager, office automation and medical clerk.

d. Traditionally, PEBLOs have received initial training from their Senior PEBLO (45-90 days of on-the-job training, with mentoring and shadowing by a seasoned PEBLO for 6 months). This knowledge was enhanced via biennial PEBLO Training Conferences, quarterly teleconferences, and web-based resource libraries. The MEDCOM Patient Administration Division (PAD) and the Physical Disability Agency (PDA) have web sites that contain training material/guidance and other significant references documents (e.g., policies, regulations, and guidelines).

2. OBJECTIVE. To provide PEBLOs guidance and information on the training resources available to them in order to obtain the AMEDD-required initial and annual refresher PDES training and certification.

3. PROPONENT. The proponent for this training and certification plan is the MEDCOM PAD, Health Policy and Services Directorate.

4. RESPONSIBILITIES.

a. MEDCOM PAD:

(1) Maintain overall responsibility for the PEBLO training and certification program. In coordination with the Regional Medical Commands (RMCs) and MTFs, maintain Army PEBLO training and certification data.

(2) In coordination with the PDA, provide ongoing PDES policy updates, guidance, and information to PEBLOs. Furthermore, ensure the incorporation of updated information into all training programs and conferences.

(3) Maintain the MEDCOM PAD website to ensure all PDES information is current.

Enclosure

(4) Serve as the PEBLO Proponency Office for the AMEDD.

b. AMEDD Center and School (AMEDDC&S):

(1) Maintain the Distance Learning (DL) website and resident course, once fully developed.

(2) Track web course student certifications and provide this information to the MEDCOM PEBLO Proponency Office.

c. MTF level responsibilities:

(1) MTF Commander:

(a) Exercise program management leadership; develop internal policy guidance for program implementation; and periodically evaluate and assess program goals and accomplishments.

(b) Ensure that labor relations obligations are fulfilled.

(2) PEBLO Supervisors:

(a) Ensure that PEBLOs receive the required initial and annual re-certification training. The AMEDD objective is 100 % certification of PEBLOs.

(b) Provide appropriate oversight and management of subordinate PEBLOs to ensure that they are effectively providing Soldiers and their Families with authoritative and timely answers to their questions concerning the PDES to include understanding their rights and entitlements.

(c) Maintain individual PEBLO competency files.

(3) PEBLOs:

(a) PEBLOs at all grade levels will complete required PDES training and certification.

(b) To receive formal PDES training and certification, PEBLOs will complete one of the following training requirements: The DL website program, biennial PEBLO Conference, or attend the resident course. Within 180 days of their appointment, new PEBLOs must successfully complete and pass this initial formal training. If they do not complete and pass the training and certification process, they will be released from their appointment. Current employees serving as PEBLOs must also complete and pass the training and certification requirements. Employees will be appropriately mentored to ensure they meet the minimum proficiency requirements.

(c) For annual PDES re-certification training, PEBLOs will complete a DL training module and successfully pass the exam with a score of 70% or higher. Additional training to enhance PEBLOs skills will be achieved through a variety of activities, to include teleconferences, biennial conferences, and distribution of updated information through the PEBLO mailing list.

(d) As PEBLOs complete PDES training and receive certificates of completion and attendance, they will forward copies of the certificate to the AMEDD PEBLO Proponency Program Manager.

(e) PEBLOs will register and join the PEBLO mailing list. This list will disseminate PDES-related information to officers, NCOs, civilian personnel, and contractors serving as PEBLOs. To join the PEBLO mailing list, send an email message to PEBLO-ON@PASBA2.AMEDD.ARMY.MIL (subject and body may be left blank).

5. STANDARDS OF PROFICIENCY. All Army PEBLOs will complete the formal training listed in paragraph 6 to meet the PDES Training Certification requirement. This will ensure all AMEDD PEBLOs are proficient in assisting beneficiaries with PDES information once the certification is received.

6. TRAINING AND CERTIFICATION PROGRAM.

a. Initial Training and Certification. Formal training and certification consists of completing the PEBLO DL modules <http://www.cs.amedd.army.mil/apdes/purpose.aspx> and successfully passing the exam with a score of 70% or higher. The alternate training and certification option is to attend the biennial PEBLO Training Conference and successfully passing the exam with a score of 70% or higher. A third option currently under development is a resident course to be held three times a year at the AMEDDC&S.

b. Annual Refresher Training and Certification. PEBLO sustainment skills will be validated annually by completion of a DL training module and successfully passing the exam with a score of 70% or higher. Additional training to enhance PEBLOs skills is achieved through a variety of activities, to include teleconferences, on-site training classes/staff assistance visits, and distribution of current information through the PEBLO mailing list.

7. ADDITIONAL REFERENCES.

a. The AMEDDC&S DL website: <http://www.cs.amedd.army.mil/apdes/purpose.aspx> is the repository for all DL training modules. This is the primary learning resource center for PEBLO initial and refresher training and certification. Furthermore, it serves as the primary source of information for PEBLOs to enhance their knowledge, skills, and abilities. Additionally, the site

contains training modules for other key PDES stakeholders to include MEB Providers, Medical Hold/Medical Holdover Cadre, Unit Commanders, and Soldiers.

(b) The MEDCOM PAD website: <https://pad.amedd.army.mil/meb.html> and the PDA website: <https://www.hrc.army.mil/site/active/TAGD/Pda/pdapage.htm> provide the latest updates and news about the PDES policies and guideline.